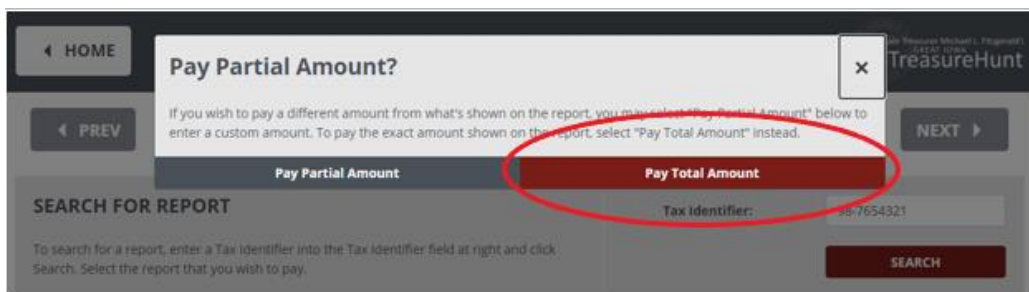


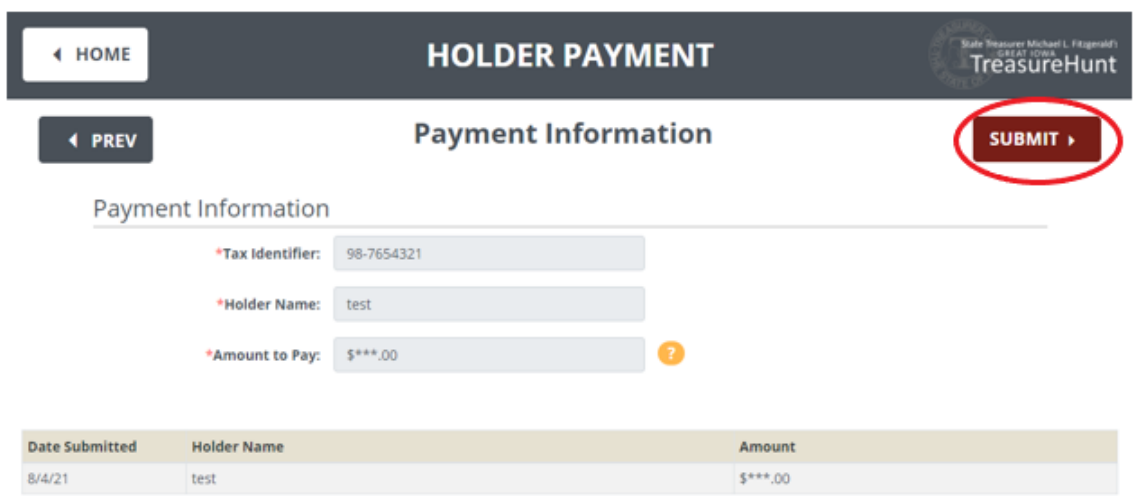
Online Payment Portal Instructions

The Great Iowa Treasure Hunt provides an online payment portal for holders of unclaimed property to remit via electronic transaction, such as ACH. Before using the online payment portal, an unclaimed property report must be electronically submitted using one of the [Reporting Resources](#) available on the website.

1. On the [Great Iowa Treasure Hunt website](#), click [Submit a Payment](#) under the **Reporting Property** dropdown menu.
2. Enter the reporting business's FEIN in the **Tax Identifier** field to locate the previously submitted report. The FEIN entered must match the FEIN used when submitting the report.
3. Select the corresponding report.
4. Click **Pay Total Amount**. Payment must equal the report amount. Email UPReport@tos.iowa.gov if the **Pay Partial Amount** option is needed for your report.



5. The **Payment Information** fields will default to previously entered information. Click **Submit**.



| Date Submitted | Holder Name | Amount |
|----------------|-------------|----------|
| 8/4/21 | test | \$***.00 |

6. You will be directed to the **Checkout** website. Under the **Payment** section, complete the following:
 - **Payment Type:** Select **Electronic Check** from the drop down menu and click **Next**.
 - **Customer Information:** Complete all required fields and click **Next**.

- **Payment Information:** Complete all required fields and click **Next**.
 - Check the **This is a business account** box if necessary.
 - Read the Terms and Conditions and check the **Yes, I authorize this transaction** box. Click **Submit Payment**.
 - **Review & Confirm:** Click **OK** to confirm payment.
7. The **Payment Confirmation** page will appear and submission is complete.

Payment Confirmation

Thank you! Your payment was received successfully!

Please keep your confirmation number for your records.

Payment Details:

Confirmation Number: 19290732

Holder Name: test

Amount: \$1.00